

Goal:

The goal is to have a procedure in place for processing requests for establishing landing zones for Shock Trauma Air Rescue Society (STARS) helicopters.

Scope:

To develop a procedure for:

1. Notification;
2. Dispatch;
3. Documentation.



1.0 Notification

1.1 Requests for establishing STARS' landing zones will come via telephone from the STARS dispatch centre. You may also see the request on the AHS MDT. When contacted the STARS dispatcher will provide the following information:

- a. Location
- b. ETA of aircraft
- c. Available radio channel to contact Fire Department

2.0 Dispatch

2.1 Once the dispatcher has the information for the event from STARS, dispatch the fire agency responsible for the location and provide the following information:

- a. the address or approximate location STARS wishes to land
- b. Provide the ETA for the aircraft
- c. Confirm the radio channel for STARS to contact the Fire Department when they arrive

3.0 Documentation

3.1 Create an event in ProQA Fire for mutual aid or append the following information to an ongoing event already dispatched:

- a. Time of request
- b. ETA of aircraft
- c. Any updates from STARS dispatch
- d. Arrival/departure of aircraft
- e. All other information normally recorded on the fire dispatch sheet.

